

Kingston Conservation Advisory Council
Special Meeting 12/01/09

Attendance: Julie Noble, Judith Deming, Felipa Gaudet, Valeria Gheorghiu, Gregg Swanzey, Allison Taylor,

Meeting Called to Order: 6:25pm

Valeria will not be able to go to the planning board meeting---Judith will take her place at the 7pm, Dec. 7, 2009 meeting.

- Formation of Climate Smart and Green Jobs Task Force-we discussed how we will proceed
- Valeria read back our plan for the stakeholder meeting from the 10/22/09 meeting
- We discussed sending out a survey and what it should include---area of expertise, interest area from the pledge. This will be a way for us to track how many people we should expect at the meeting.
 1. Julie suggested the task force should include---2 CAC members, 1 environmental advocate, 1 green builder, 1 NYSERDA rep, 2 reps from the non-profit sector, 2 from residential sector, 2 from commercial sector
 2. Should we have a press release announcing the formation of the task force by 1/01/10 or another date
 3. Should we pre-select the task force?
 4. Gregg stated that we are challenged as a CAC, due to our small core group. He said our stakeholder meeting should be highly organized and sensitive.
 5. Steve Noble will be a member of the task force, as the liaison.
 6. Valeria wants to organize stakeholder facilitation, with flow charts, discussion, and action steps
 7. Gregg suggested that we need to have a clear mission. Participants should know exactly what the purpose of the meeting is
 8. What should we call the sub-committees? Focus groups?
 9. Focus Groups will have team facilitators. Each team will focus on a specific aspect of the pledge. A roving “expert” will be available to each group, on request. The “expert” detail was discussed in length. Discussion will follow at next meeting.
 10. Overall Goal of the task force—reduce emissions in Kingston. We will all be working towards a common goal.
 11. The task force will come up with an action plan for implementing the pledge.
- Forming the Task Force
 1. Each person on the task force will facilitate a focus group.
 2. Focus groups are: recycling/solid waste, energy demand reduction, renewable energy, community land use planning, planning for climate change, green innovation group, and possibly, baseline/goals/action plan team.
 3. We may incorporate the baseline/goals/action plan group into every other group and work from inside the focus groups. We need to have indicators to monitor our progress with implementing the plan.
 4. Felipa would like to see quarterly meetings, where all CAC members meet with the task force to keep our group informed.
 5. Stakeholder meeting will include: set up quarterly meeting dates, have each focus group schedule their next meeting, set up task force member and “expert” to lead. Each group should have 2 co-facilitators.
 6. For the stakeholder meeting we should recruit people for each focus group and then a facilitator can be appointed.
 7. We will need to draft a survey

8. For the next meeting, CAC members as asked to, fill roles of task force(possible participants?), think about the outreach survey, public outreach before the stakeholder meeting, timeline for implementation for stakeholder meeting, think—should CAC members be included in taskforce or be members of focus group.

Next meeting will be our regularly scheduled meeting 6:30pm, Dec. 9, 2009

Felipa made a motion to adjourn meeting, Julie 2nd, all in favor.

Meeting adjourned 9:03pm